



BOARD OF STATE AND COMMUNITY CORRECTIONS

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader or assistance attending an interview please call (916) 323-3055.

Position: (5562)
Associate Accounting Analyst

Position #:
917-190-4588-916

Salary Range:
\$4,829 - \$6,048

Issue Date:
January 26, 2016

Contact:
Stefanie Reyes
(916) 322-8022
stefanie.reyes@bscc.ca.gov

Location:
Board of State and
Community Corrections
2590 Venture Oaks Way, Ste. 200
Sacramento, CA 95833

Final Filing Date:
February 8, 2016

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

BOARD OF STATE AND
COMMUNITY CORRECTIONS
ATTN: Stefanie Reyes
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833

Please write "917-190-4588-916" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

The Board of State and Community Corrections provides statewide leadership, coordination, and technical assistance to promote effective state and local efforts and partnerships in California's adult and juvenile criminal justice system, including providing technical assistance and coordination to local governments related to realignment.

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (m/d/y), hours per week, and prior employer contact information including contact number. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Scope of Position:

Under the direction of the Administrative Services Manager, a Staff Services Manager I, the Associate Accounting Analyst (AAA), is responsible for the Board of State and Community Corrections (BSCC) Accounting & FI\$Cal operations. As the AAA, the incumbent is accountable for providing accurate information, data, reports and superior customer service to management, staff and external agencies. The incumbent will recommend changes or alternatives that result in effective solutions to any financial issue that may arise.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

- Responsible for the coordination, development, analysis, and maintenance of financial records related to the billing and payments for the BSCC's divisions. Prepare monthly reconciliation of the Department's appropriation and fund balances in FI\$Cal with the Department of General Service-Contract Fiscal Services (CFS) for multiple funds; perform complex accounting analysis to determine resolution of reconciling items, coordinate with CFS staff to insure necessary corrections are recorded timely. Prepare documents and correspondence required with control agencies to adjust entries in their records. Prepare and submit the monthly PFA transaction request to control agencies (CFS, SCO, DOF). Reconcile the various PFA general ledger accounts for the more complex funds. Perform complex technical, professional accounting responsibilities related to the establishment, maintenance and reporting of accounting records, such as establishing new accounts, monitoring fund balances, analysis of the more complex journal entries, reviewing financial statements in conformance with both a legal basis and Generally Accepted Accounting Principles (GAAP) and Detailed Fund Balance report.
- Perform analysis of the BSCC's current accounting processes and financial organization, policies, procedures and practices of the department and prepares our "as-is business processes" for accounting. Conducts analytical studies of the accounting system (FI\$Cal), develops new or revises existing systems to meet management needs, assists in implementation of changes. Using the reports and findings from the analysis and workload mentioned above create a transition plan to document and support the BSCC bringing all financial management activities back to the agency.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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- Serve as one of the BSCC's FI\$Cal system administrators and designated Power-Users; provide on-site instruction, guidance, assistance and technical expertise to all staff regarding the FI\$Cal system and issues; maintain the BSCC's Chart of Accounts (COA); update the COA to account for new programs or changes to current programs; load the agency operating budget; prepare required worksheets for FI\$Cal upload; run reports to verify transactions are posting correctly; work with DGS Accounting and Budget Offices as well as the FI\$Cal project to correct system or transaction issues; serve as the BSCC's liaison with the FI\$Cal project; development of the BSCC's FI\$Cal policy and procedures.
- Prepare materials and provide training to BSCC staff regarding relevant aspects of the BSCC's accounting and FI\$Cal policy, procedures and practices. Provide necessary information and reports to management. Perform research and complete projects as assigned. Review bill analysis for workload and fiscal impacts and make written recommendations to BSCC Management. Review chaptered legislation and make recommendations for any necessary policy changes.
- **Other duties as required:** Responsible for various other accounting related analytical tasks associated with supporting the BSCC's accounting and FI\$Cal activities.